

“MyDAP 101”

A Brief Introduction

<https://mydap.dau.mil>

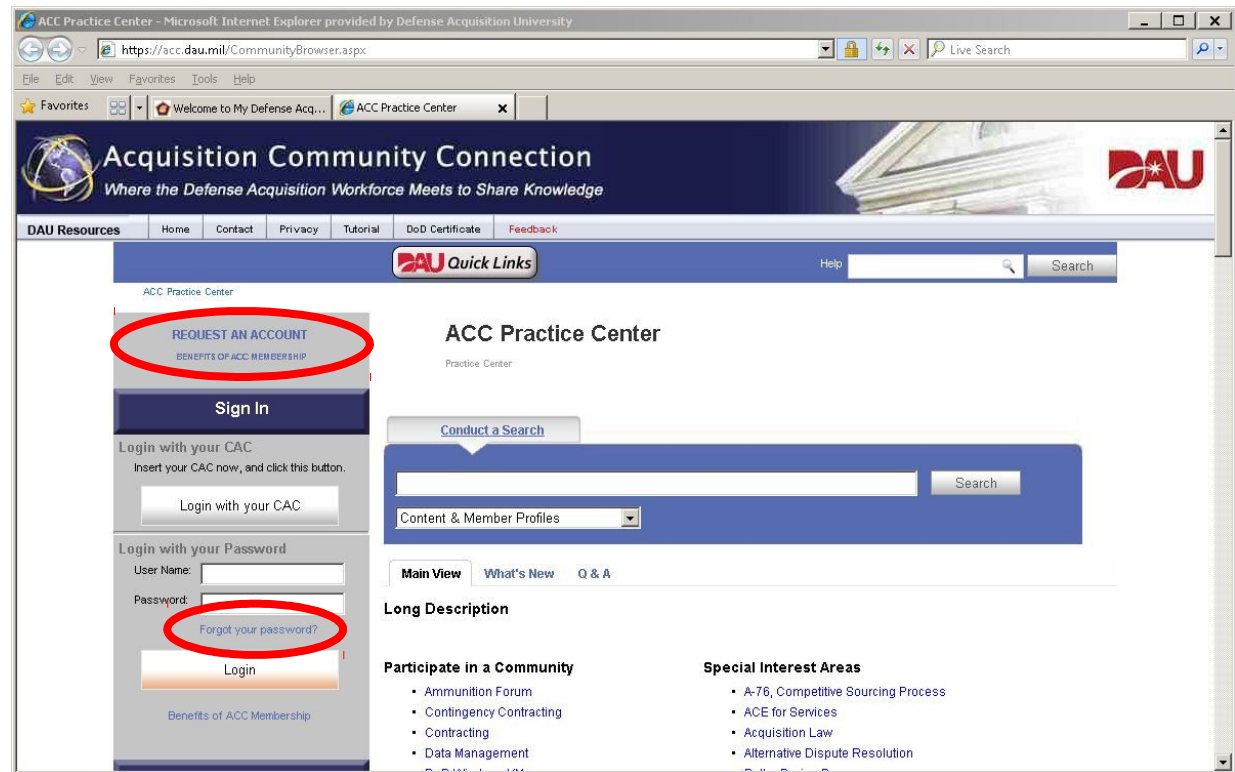
January 2012

What Is “MyDAP?”

- MyDAP (<https://mydap.dau.mil>) is a companion site to the Defense Acquisition Portal (DAP), which allows the acquisition worker to personalize and filter existing DAP content based on preferred functional area(s)
- After creating a MyDAP profile, MyDAP tailors a web site for the user by pulling appropriate news and features based on characteristics in the user profile
- The more detail that a user adds to their profile, the better MyDAP is able to cull appropriate news, policy and features for the user
- MyDAP helps filter the “buffet” that the DAP offers into a more manageable “plate” of information for the user

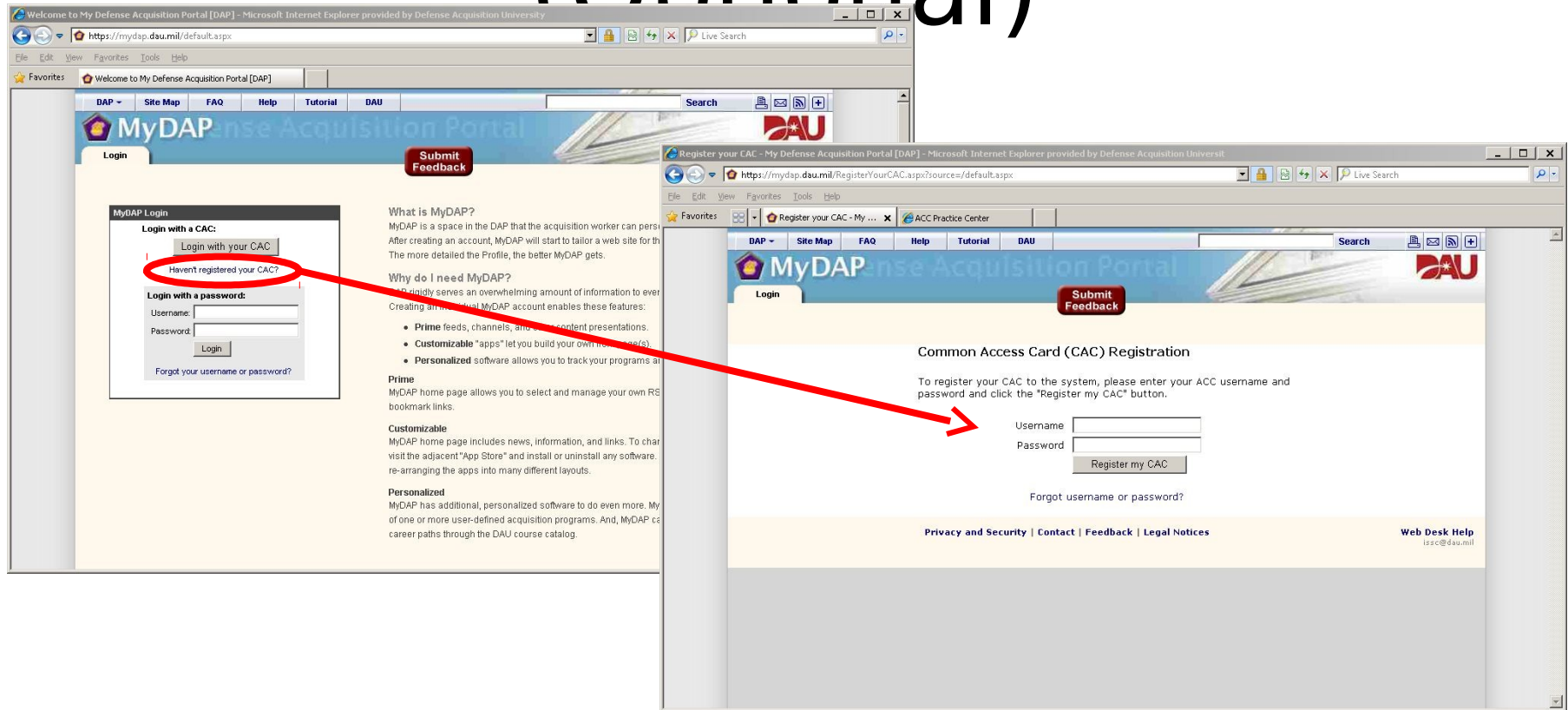
ACC Account: Must-Have To Use MyDAP

- If you do not already have an ACC account, you must request one before using MyDAP
- If you have an ACC account but have forgotten your password, you can reset it here, too



Visit the ACC at <https://acc.dau.mil>

Register CAC on MyDAP (Optional)



- Once you have ACC account username & password, you may register your CAC for use on MyDAP
- This CAC registration process only needs to be done the first time you log into MyDAP – and doing so allows you to log in with either your CAC credentials or with your ACC username & password on subsequent visits

Setting Up Your MyDAP Profile

Defense Acquisition Portal [DAP] - Microsoft Internet Explorer provided by Defense Acquisition University

https://mydap.dau.mil/User/Pages/Profile.aspx?edit=true

MyDAP

Welcome, **Mike Lambert**

My Profile

Mike Lambert
michael.lambert@dau.mil
Defense Acquisition University
Knowledge Project Officer
703-805-4555

Mike Lambert serves as a Knowledge Project Officer on Defense Acquisition University's (DAU) knowledge management team, based in the organization's Global Learning & Technologies Center. He serves as the program manager for the Defense Acquisition Portal, the DoD Best Practices Clearinghouse site, DAU's Ask-A-Professor program and DAU's multimedia programs (DAU Media Library, webcasting program and iTunes University site), having expertise in overseeing development of web portals that incorporate collaborative and social networking functionality, as well as other types of knowledge management systems in general. Mike graduated with a B.A. in public relations from Shippensburg University of Pennsylvania, and a M.S. in information technology management from Touro University International. Throughout the 1990s he worked as a public relations specialist, graphic designer, writer/editor, publications director, database administrator and business systems manager for various organizations including an international labor union, a military publishing company, and several non-profits.

Edit Your Acquisition Workforce Knowledge Management Profile

Modify the information in this form to correct your user profile (so MyDAP can serve you better):

Personal Information

User Name:
Title/Rank:
First Name:
Last Name:
Full Name:
* e-Mail Address:

Professional Information

* Company/Organization:
Position:
* Work Phone:

Defense Acquisition Workforce Information

* My Primary Career Field:
Functional Area:
My Secondary Career Field:

database administrator and business systems manager for various organizations including an international labor union, a military publishing company, and several non-profits. Mike transitioned to the federal government in 2001 when he was appointed as an I.T. specialist at the U.S. Securities & Exchange Commission, and then transitioned to DAU in 2003 to become a project manager in the organization's newly-formed Acquisition Workforce & Career Management office. There he had oversight of the AT&L management information system program and AT&L workforce email outreach system, and also served as point man for DAU's course equivalency, CEU and ACE credit recommendation programs. Mike was detailed briefly in 2005 to be a corporate webmaster at the Defense Information Systems Agency's (DISA) and returned to DAU later that year to accept his current position.

Primary Career Field:
Functional Area:
Secondary Career Field:
Functional Area:
Roles:
Organizations:

Functional Area:
My Secondary Career Field:
Functional Area:
My Role:
Programmer
Publisher
Researcher
Risk manager
Scientist
Script writer
Student
Subject matter expert
Supervisor
My Program/Agency:
Defense Contract Audit Agency (DCAA)
Defense Contract Management Agency (DCMA)
Defense Finance and Accounting (DFAS)
Defense Information Systems Agency (DISA)
Defense Logistics Agency (DLA)
Defense Threat Reduction Agency (DTRA)
Department of Commerce
Department of Justice (DOJ)
Department of Labor (DOL)

Terms of Use

I certify that the information given here is current and accurate, and I understand and accept the terms of the legal notice posted on this site.

*Required field.

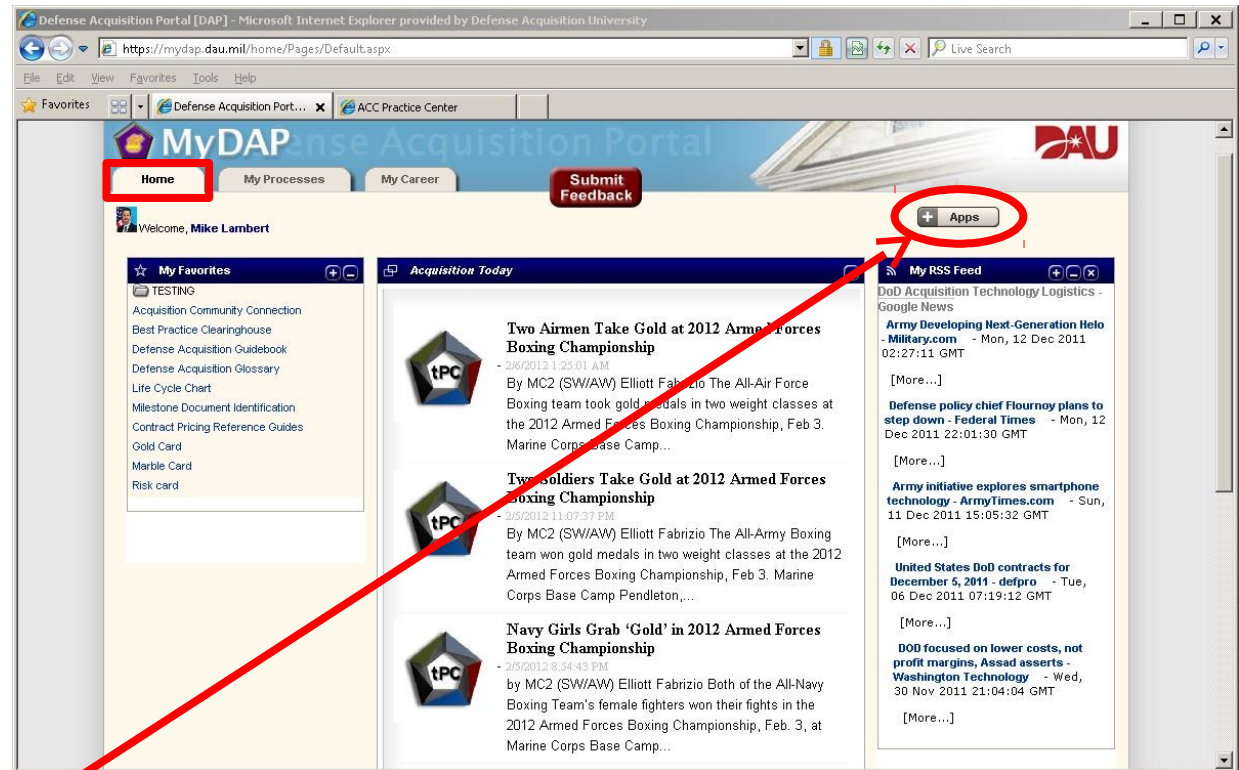
About this page...

This is your acquisition workforce user profile. Feel free to re-enter any of information that appears in the fields of this form. The information in the required fields is used to automatically customize MyDAP. The more accurate and up-to-date the information, the more relevant the services that MyDAP will provide.

- You'll see that any profile you have set up in the ACC is imported into MyDAP at the left of your profile page – also complete as many fields as possible in your MyDAP profile for optimal use
- Your MyDAP profile is what sets the foundation for what kind of information gets pulled into MyDAP from DAP – specifically which PRIMARY and SECONDARY career fields you choose from

MyDAP “Home” Tab: Overview

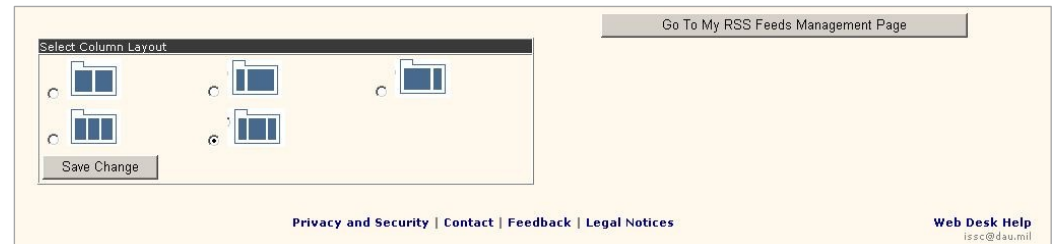
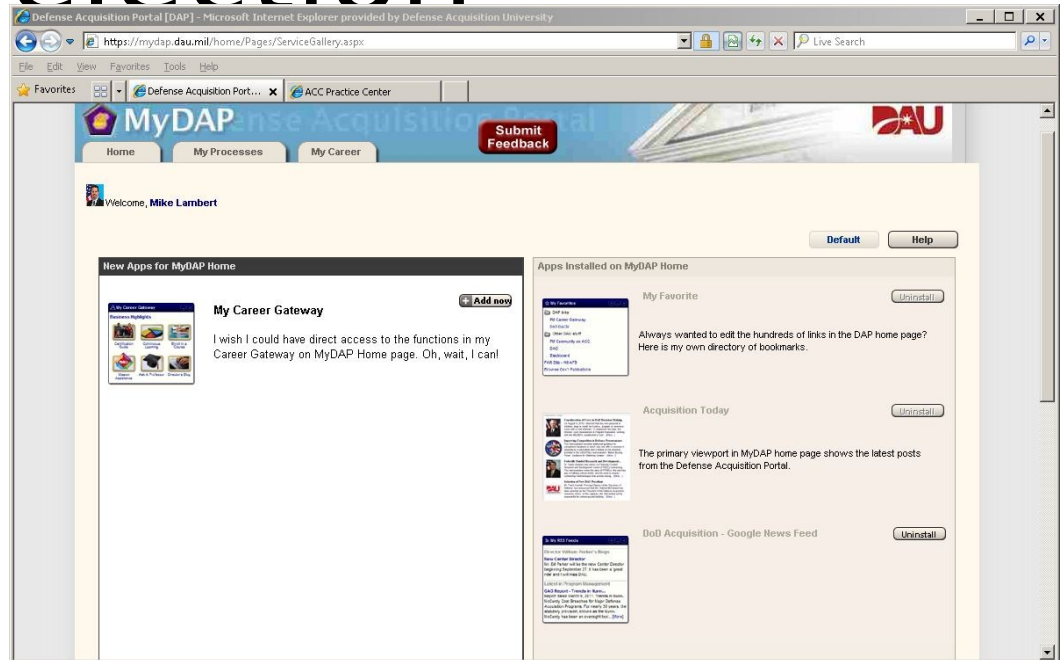
- Your MyDAP Home tab comes with 3 default apps: **My Favorites** (for bookmarking), **My RSS Feed** (for your personalized news), and **Acquisition Today** news that’s pulled based on the primary and/or secondary career fields on your MyDAP profile
- You may add additional apps (and change your page layout) by clicking the “Apps” button at upper right



- Any new apps added will appear at the top of the upper left hand column – ALL apps can be moved between columns by clicking and holding on the app’s blue bar and dragging to the desired location

MyDAP “Home” Tab: App Selection

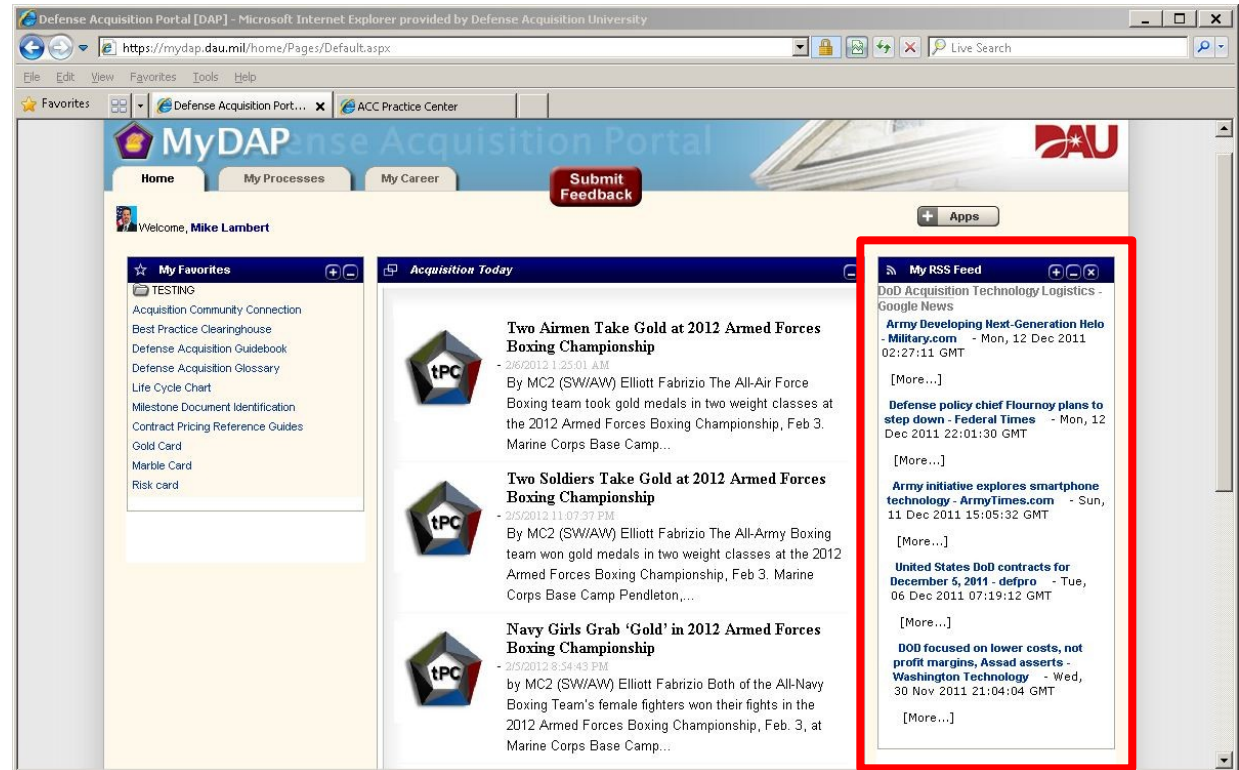
- On MyDAP’s App selection screen, you may add to your Home Tab any apps (web parts) that are listed on the left; more apps will be added later
- Apps that you have installed on your Home Tab are listed on the right
- Finally, control the layout of your Home Tab by scrolling to the bottom of the App select screen and choose a layout



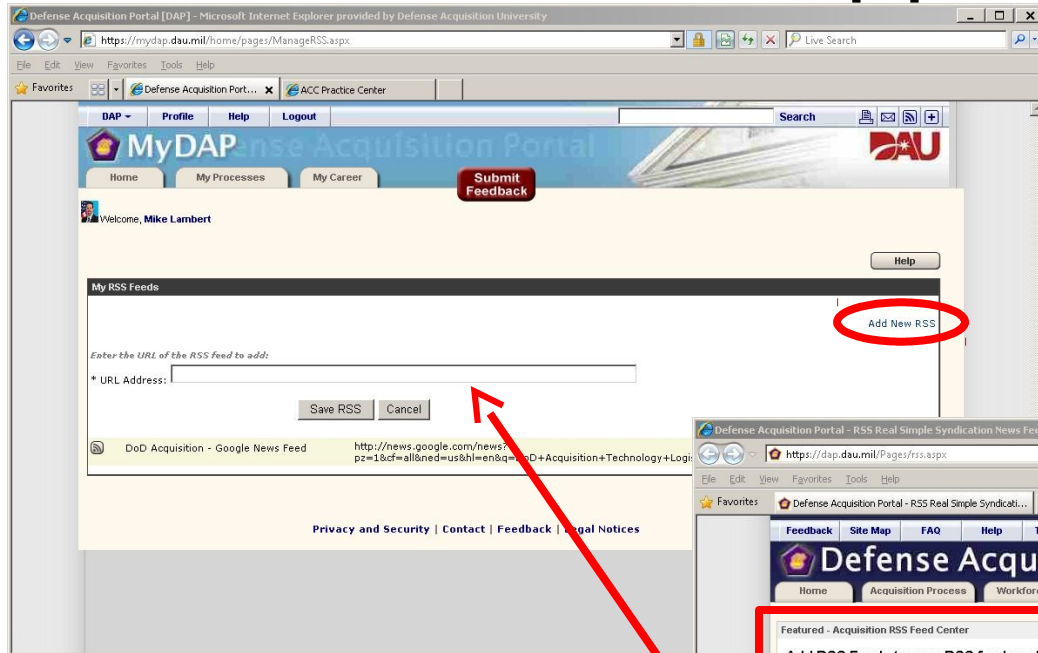
- **Remember to click “Save Change” when done**

MyDAP “Home” Tab: My RSS Feed App

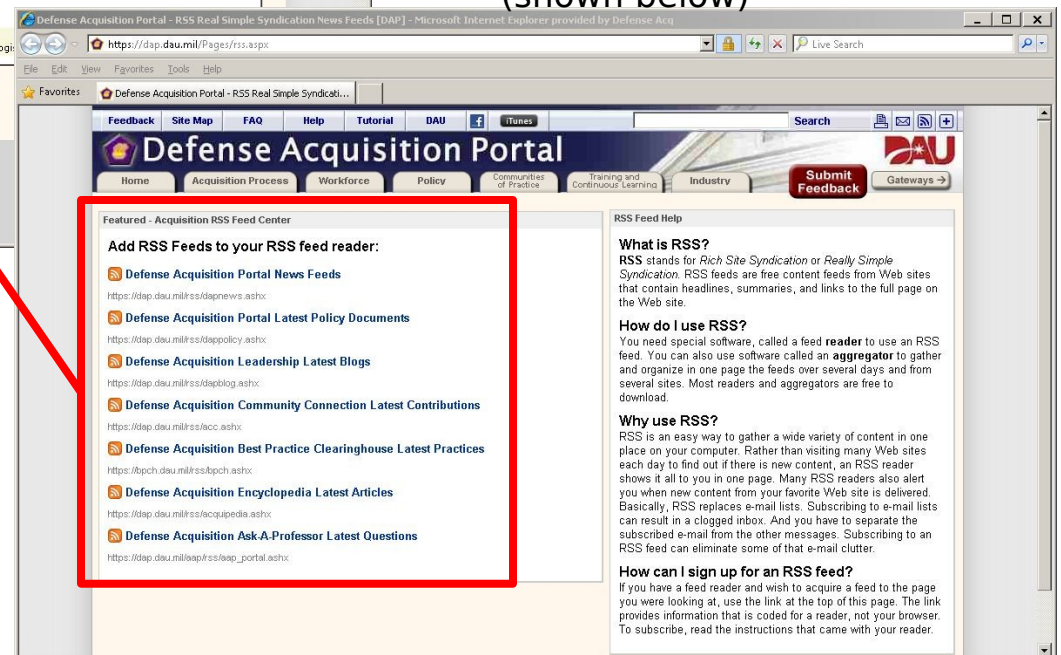
- Add your own favorite RSS feeds or additional ones by clicking on the “+” sign at the upper right of the My RSS Feed app on your Home Tab
- MyDAP automatically includes one default RSS feed in your app (based on a Google News search of DoD acquisition, technology and logistics)



MyDAP “Home” Tab: My RSS Feed App



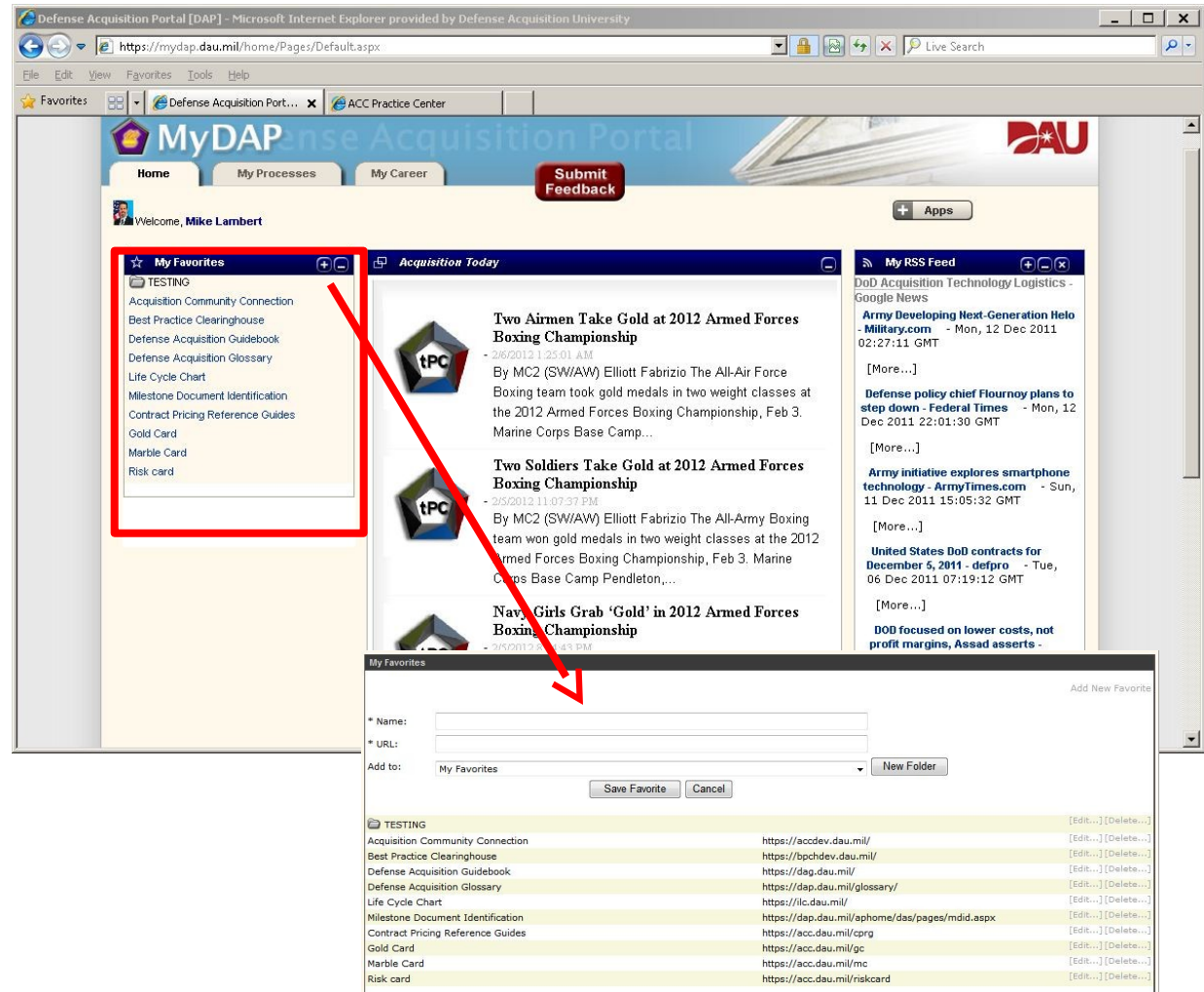
- Add your own favorite RSS feeds or additional ones by clicking on the “+” sign on the My RSS Feed app on your Home Tab
- Additional RSS feeds from the DAP can be found at <https://dap.dau.mil/Pages/rss.aspx> (shown below)



- Another good source for browsing and searching available RSS feeds is Feedage.com
- RSS feeds are a great way to filter and streamline the news just for YOU

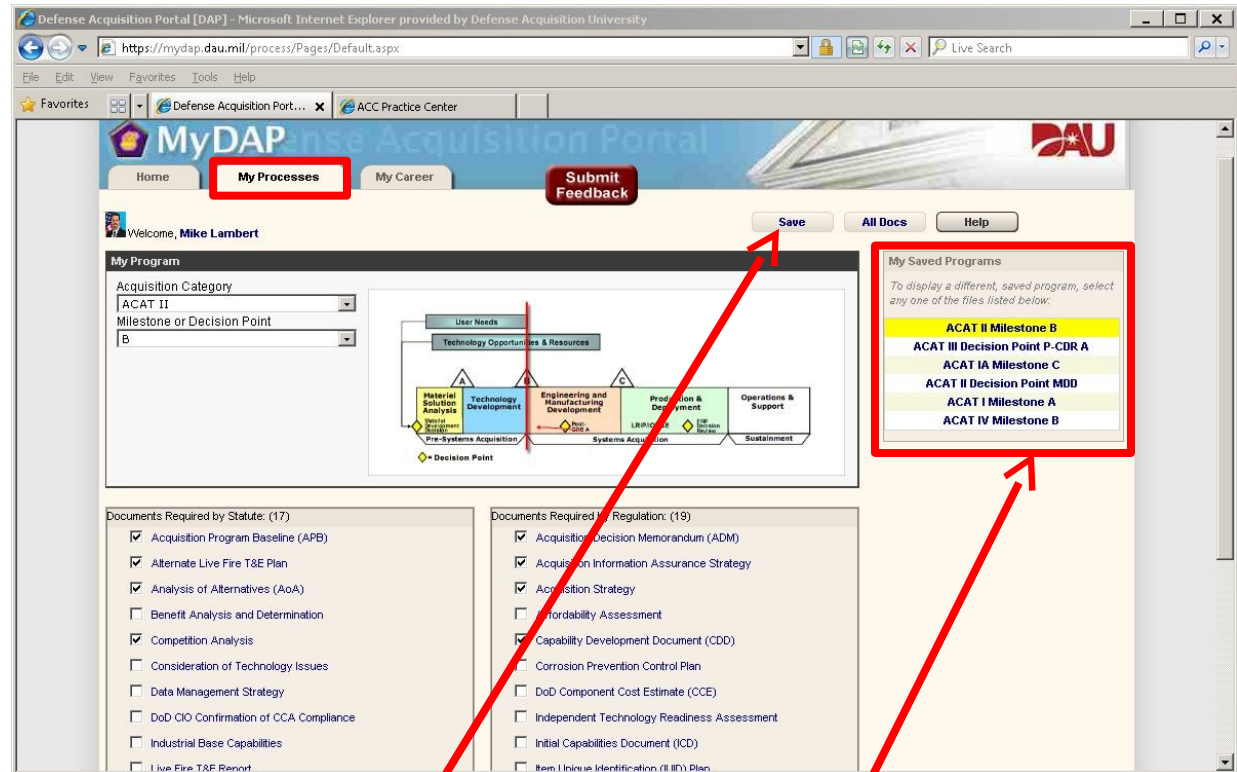
MyDAP “Home” Tab: My Favorites App

- Add your own Favorites (bookmarks) by clicking on the “+” sign on the My Favorites app on your Home Tab
- MyDAP automatically includes a small selection of Favorites to several AKMS sites, references and tools



MyDAP “My Processes” Tab: Overview

- MyDAP’s My Processes tab is a scaled-down version of the interactive [MDID](#) tool, but with personalization features
- Select ACATs or milestones from the pop-up menus or interactively move the red line to generate lists of required documentation



- To keep/maintain a “checklist” of saved documents in the lifecycle process, use the “Save” button – these “save states” will also show up under “My Saved Programs”

MyDAP "My Career" Tab: Overview

The image displays two screenshots of the MyDAP "My Career" tab interface. The left screenshot shows the "Switch Tracks" dropdown menu highlighted with a red box, with an arrow pointing to the "SPRDE - Systems Engineering" option. The right screenshot shows the "My Career Track" form with a red box around the "Information Technology" selection and an arrow pointing to the "ACQ 201A" certification level.

Left Screenshot: Switch Tracks Dropdown

- Switch Tracks
- To display a different, saved, career track, select any one of the files listed below:
- Contracting
- Information Technology
- Program Management
- SPRDE - Systems Engineering

Right Screenshot: My Career Track Form

My Career Track

Certification Field: Information Technology

Certification Level: Level II

Type of Assignment: --None Selected--

Level I Certification

ACQ 101	ACQ 201A	PMT 250	PMT 352A
SYS 101	ACQ 201B	CON 110	PMT 352B
CLB 007		SAM 101	SYS 202
CLB 016			

Level II Certification

PMT 401	PMT 402
PMT 202	PMT 203
PMT 304	

Level III Certification

PMT 401	PMT 402
PMT 202	PMT 203
PMT 304	

My Position Category Description (PCD)

Duties

Provide direct support for acquisitions that use Information Technology (IT), including National Security Systems; apply IT-related laws, policies, directives, and provide IT-related guidance throughout the total acquisition life cycle, support Global Information Grid compliance activities, Information Assurance certification efforts, Information Support Plan preparation in accordance with DoD 5000 and 8000 series, Chapter 7 of the Defense Acquisition Guidebook and service-unique information management policies.

Titles

Information Technology Specialist or Officer, Software or Automation Specialist or Officer, Information Systems Staff Officer, Computer Scientist and Systems Engineer, Software Engineer, Information Assurance Specialist, Electronic Engineer, Architect (enterprise, systems, software, data), Computer Engineer, Computer Systems Analyst, Material

My Certification Checklist

Acquisition Training:

- ☐ ACQ 201A Intermediate Systems Ac...
- ☐ IRM 202 Intermediate Informati...

Functional Training:

- ☐ BCF 102 Fundamentals of Earned ...
- ☐ BCF 106 Fundamentals of Cost An...
- ☐ BCF 107 Applied Cost Analysis
- ☐ CLE 003 Technical Reviews
- ☐ CLE 006 Enterprise Integration ...

- Choose a certification field, level and type of assignment from the pop-up menus at top center to change representative activities, core cert standards and development guides, as well as the certification checklist at right
- All of this information is pulled dynamically from DAU's iCatalog - to keep/maintain a "checklist" of saved certification levels, use the "Save" button to create a "save state" will also show up under "Switch Tracks"

Do You Have Input On MyDAP?

- PLEASE send any questions, comments or feedback to dapfeedback@dau.mil
- If you have ideas for future apps that might be included for customizing the MyDAP Home tab, please send them to the email address above
- Thank you for helping make MyDAP a better tool for the DoD acquisition workforce user